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# ASSIGNMENT BOOKLET 2B

PED0770 Career and Life Management  
Module 2: Section 2 Assignment

## FOR STUDENT USE ONLY

Date Assignment Submitted:

(If label is missing or incorrect)

Student File Number:

Time Spent on Assignment:

Module Number: \_\_\_\_\_

## FOR OFFICE USE ONLY

Assigned

Teacher: \_\_\_\_\_

Assignment

Grading: \_\_\_\_\_

Graded by: \_\_\_\_\_

Date Assignment Received:

## Student's Questions and Comments

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Please verify that preprinted label is for  
correct course and module.

## Teacher's Comments

Teacher

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- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

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# **Career and Life Management**

## **Module 2**

### **Resource Choices**

*ASSIGNMENT BOOKLET 2B*

## FOR TEACHER'S USE ONLY

### Summary

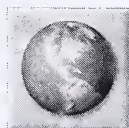
	Total Possible Marks	Your Mark
Section 2 Assignment	50	
	50	

### Teacher's Comments

Career and Life Management  
Module 2: Resource Choices  
Assignment Booklet 2B  
Section 2 Assignment  
ISBN 978-0-7741-2880-3

**Alberta Education acknowledges with appreciation the Alberta Distance Learning Centre and Pembina Hills Regional Division No. 7 for their review of this Assignment Booklet.**

This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	



You may find the following Internet sites useful:

- Alberta Education, <http://www.education.gov.ab.ca>
- Learning Resources Centre, <http://www.lrc.education.gov.ab.ca>
- Tools4Teachers, <http://www.tools4teachers.ca>

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**ASSIGNMENT BOOKLET 2B**  
**CAREER AND LIFE MANAGEMENT: MODULE 2**  
**SECTION 2 ASSIGNMENT**

This Assignment Booklet is worth 50 marks out of a total of 150 marks for the assignments in Module 2. The value of each question is stated in the left margin.

Read all parts of your assignment carefully and record your answers in the appropriate places. If you have difficulty with an assignment, go back to your Student Module Booklet and review the appropriate lesson. Be sure to proofread your answers carefully before submitting your Assignment Booklet.

You can use a computer and word-processing program for many of these assignments. If you use a computer, be sure to attach a printed copy that has been proofread and is readable. Include your name, course name, and assignment number on each page.

50

**Section 2 Assignment: Independent Choices**

1. In Lesson 1 you examined some of the lifestyle and financial choices that you must make when you venture out on your own.

Read this case study and respond to the questions that come after it.

Chandra will attend university in a city 200 kilometres from her home, so she will need to move away. She would like to rent a small apartment, but there are none close to the university. She has been invited to stay with a friend of her parents who owns a house close to the university. The woman will give Chandra her own large bed/sitting room and bathroom and will provide breakfast and dinner for her in exchange for doing outside work like mowing the lawn and shovelling the sidewalk. The program Chandra will be taking is difficult and requires that she study a great deal in the evening and on weekends.

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- a. What are the advantages of Chandra moving out on her own for the year and renting a small apartment? What are some of the disadvantages?

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- 3 b. What are the advantages and disadvantages of moving in with the family friend?

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2. Consider the following scenario and respond to the questions that come after it.

Zoë has just graduated from high school and has decided to work for a year before pursuing further education. She has obtained a full-time job waiting tables and wants to find an affordable apartment that she can share with a roommate. The apartment must be located near public transportation or within walking distance of her job. She also wants the apartment to have adequate security features.

- 8 a. Imagine you are Zoë, and find an advertisement for an apartment in the newspaper or on a website such as the following:

**<http://www.apartmentscanada.com/Alberta.htm>**

Cut out or print off the advertisement you choose. Include the advertisement with this Assignment Booklet.

Use the information in the advertisement to complete the lines for Address and Costs in the following chart entitled “Renting Without Confusion.”

To fill out the rest of the chart (from The Place to Other Comments), imagine the apartment in the advertisement is similar to an apartment you have seen or to the home of a friend or family member.

On the lines below, tell whose house or apartment you imagined, and describe it.

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## Renting Without Confusion

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **COSTS**

**Rent \$\$** \_\_\_\_\_

**Required Deposits** - Security \_\_\_\_\_  
 - Damage \_\_\_\_\_

**Utilities** - included in rent \_\_\_\_\_  
 - not included in rent \_\_\_\_\_

**Any other costs** - e.g., parking \_\_\_\_\_

**Lease** (sometimes called rental agreement or tenancy agreement)

Required/not required \_\_\_\_\_

Length \_\_\_\_\_

Can you sublet?  
 (Rent part of this place to another person) \_\_\_\_\_

**Rent increases** - how often? \_\_\_\_\_  
 - how much? \_\_\_\_\_

Who is responsible for sidewalk clearing/yard upkeep?  
 \_\_\_\_\_

**Improvements** - Who does them? \_\_\_\_\_  
 - Who pays? \_\_\_\_\_

**Restrictions** - e.g., pets, guests? \_\_\_\_\_

**Parking** - for self? \_\_\_\_\_  
 - for visitors? \_\_\_\_\_

**Rate each of the following (1 to 5 - 1 is very poor, 5 is excellent)**

### **THE PLACE**

- ☐ large enough
- ☐ bathroom is in good condition, clean, and all fixtures work
- ☐ kitchen is in good condition, clean, and all fixtures (stove, fridge, etc.) work
- ☐ no water stains under any sinks
- ☐ problems with pipes freezing?
- ☐ all lights and switches work
- ☐ no evidence of bugs, rodents
- ☐ entry door secure
- ☐ who has key access?
- ☐ balcony door secure with a good lock

### **hot water**

- ☐ where is the source?
- ☐ is there enough?

### **laundry**

- ☐ convenient and safe location
- ☐ condition of appliances
- ☐ cost
- ☐ rules for use

**heating**

- ☐ method of heating
- ☐ average cost
- ☐ are the controls in the apartment?
- ☐ if hot water-heated, is there any problem with pipes breaking?

**air-conditioning**

- ☐ is there air-conditioning?
- ☐ average cost
- ☐ are the controls in the apartment?

**windows**

- ☐ in good condition
- ☐ screens in place and in good condition
- ☐ open and close easily
- ☐ is there cross-ventilation?
- ☐ are curtains provided?
- ☐ if not, can curtain rods etc. be installed?
- ☐ is the view acceptable?

**storage**

- ☐ adequate storage in the apartment
- ☐ other available secured storage in building
- ☐ secured bike storage

**THE BUILDING****noise**

- ☐ in hallways
- ☐ elevator
- ☐ other tenants
- ☐ street noise

**building condition**

- ☐ lobby
- ☐ hallways
- ☐ stairs
- ☐ elevator, working and well-lit
- ☐ exterior and surrounding lot

**safety**

- ☐ buzzer access at main entrance
- ☐ all building entrances secured and well-lit
- ☐ well-lit parking area
- ☐ streets well-lit
- ☐ clearly marked and accessible fire escape routes
- ☐ CSA approved smoke detectors, alarms, fire extinguishers in hallways
- ☐ crime rate in neighbourhood
- ☐ if unit in basement or on first floor, do windows have secured metal grills?

**CONVENIENCE FOR YOURSELF**

- ☐ close to public transportation
- ☐ near work and/or school, grocery stores, other services you need

**Other Comments:**

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③

- b. Give Zoë three tips on selecting a roommate.

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④

- c. Explain the difference between fixed-term tenancy and periodic tenancy.

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④

- d. Explain the purpose of move-in and move-out inspection reports.

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3. Consider the following scenario and answer the questions that come after it.

Alex wants to pursue a degree or diploma in business administration after he completes high school. Because he is concerned about the costs for the first academic year (eight months), Alex wants to know his options. He plans to stay in Alberta for his post-secondary education.

③

- Use a website such as the following to research the cost of tuition, books and supplies, and special educational fees.

**<http://www.mtroyal.ab.ca/finances/finances.shtml>**

The cost of tuition, books and supplies, and special educational fees at

(name of school) \_\_\_\_\_

would be about \$ \_\_\_\_\_ for the first academic year (eight months).

Explain how you estimated this cost.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

③ b. If Alex chooses to live in on-campus housing, what will be the minimum cost for rent, utilities (including cable TV and high-speed Internet), local phone service, and additional residence fees?

Use a website such as the following to research on-campus housing costs:

**<http://www.mtroyal.ab.ca/residence/ratesfees.shtml>**

The minimum total cost of living in residence at

(name of school) \_\_\_\_\_

would be about \$\_\_\_\_\_ for the first academic year (eight months).

Explain how you estimated this cost.

[illegible]

3

- c. If Alex chooses to live off campus in affordable housing, estimate the cost for rent, utilities (including cable TV and high-speed Internet), local phone service, and additional fees.

Use a website such as the following to research apartment costs:

**<http://www.apartmentscanada.com/Alberta.htm>**

The cost of living off campus in affordable housing in

(name of city) \_\_\_\_\_

would be about \$ \_\_\_\_\_ for the first academic year (eight months).

Explain how you estimated this cost.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

③

- d. Assume Alex's accommodations include a kitchen and he eats in restaurants occasionally. Estimate the cost of food for the first academic year (eight months).

The cost of food would be about \$ \_\_\_\_\_ for the first academic year (eight months).

Explain how you estimated this cost.

[illegible]

When you have completed question 3, continue where you left off on page 88 of the Student Module Booklet.



4. In Lesson 2 you explored budgeting.

Recall the scenario about Alex in question 3 and the research you did into the costs for attending post-secondary school in Alberta. Now consider the following scenario and then answer the questions that come after it.

Alex has made some decisions.

He has enrolled in a Calgary college and will live off campus in a shared condominium with three roommates. They estimate their individual shares of joint monthly expenses as follows:

- \$500 each for rent, which includes condo fees
- \$60 each for utilities (cable TV, Internet, heat, and electricity)
- \$200 each for basic groceries

Alex's school expenses will be as follows:

- \$4800 per eight-month academic year for tuition and fees
- about \$1200 per academic year for books and supplies
- \$80 per four-month semester for a U-Pass (student transit pass)

Alex estimates the following additional personal monthly expenses:

- \$50 for clothes and cleaning
- \$100 for entertainment (includes some meals eaten out)
- \$80 for other food, such as school lunches
- \$30 for health and grooming (haircuts and hygiene products)
- \$40 for other items, such as gifts
- Optional: \$50 a month for an off-campus gym membership

Alex also estimates the following income during his academic year:

- a student loan of \$5000
- savings of \$2000
- a part-time job at which he will earn about \$600 per month
- an allowance of \$500 per month from his grandparents

8

- a. In the chart on the following page, you will complete a monthly budget for Alex's eight-month academic year.

First, you need to calculate his monthly income and expenses as follows. You may use a calculator if you wish:

- Change his per-semester amounts to monthly amounts:
  - Multiply by the appropriate number to get a per-academic-year amount.
  - Divide the per-academic-year amount by 8.
- Divide his academic-year amounts by 8 to get monthly amounts.

Show your calculations for Alex's monthly income and expenses in the following work space:

Now complete Alex's budget as follows:

- Transfer each monthly amount into Alex's budget sheet.
- Complete Alex's total monthly income and expense lines.
- Answer the questions that follow the budget sheet.

Items	Monthly Budget
<b>INCOME</b>	
Allowance	
Job	
Savings	
Student loan	
Other	
<b>Total monthly income</b>	
<b>EXPENSES</b>	
<b>Fixed expenses</b>	
Rent	
Utilities	
Tuition and fees	
Transportation (transit pass)	
Other	
<b>Flexible expenses</b>	
Books and supplies	
Food	
Clothing	
Entertainment	
Health and grooming items	
Gifts	
Other	
<b>Total monthly expenses</b>	

- ② b. Which budget amount is higher, Alex's total monthly income or his total monthly expenses? What is the dollar difference?

\_\_\_\_\_

How much flexibility does this difference give Alex in his budget? In other words, will he have enough income left after expenses to cover any unexpected costs that occur in his life? Explain your answer.

- ① c. Do you think Alex can afford the off-campus gym membership that he would like to get? Tell why or why not.

- ② d. Part of the budgeting process is deciding whether a budget is realistic or not. If Alex's expenses turn out to be greater than his income, what are some measures he can take to rectify that situation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When you have completed question 4, submit Assignment Booklet 2B to your teacher and then continue where you left off on page 105 of the Student Module Booklet.

